

UK ROTC TRAINING EXAMPLE
DEPARTMENT OF THE ARMY

Headquarters, US Army Cadet Command
Fort Monroe, Virginia 23651-5238

ORDERS 06-000

1 December 2002

SMITH, ROBERT D., 000-00-0000, MSII, SCHOLARSHIP CADET (US Code 2107), US ARMY CADET COMMAND, SROTC BATTALION, BALL STATE UNIVERSITY, MUNCIE, IN 47306-0260, SCHOOL TELEPHONE NO: 000-000-0000, FAX NO: 000-000-0000

Home of Record (HOR): 111 Main Street, Newport News, VA
23651-5000

1. In accordance with Cadet Command Regulation 145-1, cadet is authorized to travel at Government expense as indicated below:

	ITINERARY	Purpose	Report Date End Date	Mode of Travel	GTR Rate	
Departure Point	HOR OR SCHOOL	N/A	N/A	N/A		
Destination 1	FT BRAGG, NC	UOTC TRNG PREPARATION	17 JUNE 01 (CMT 1) 19 JUNE 01	CA	150. 00	
Destination 2	LONDON, ENGLAND	UOTC TRNG (LONDON U)	20 JUNE 01 11 JULY 01	CA	600. 00	
Destination 3	RETURN TO: (location and nearest airport)	N/A	11 JULY 01	CA	150. 00	
Round Trip POV Mileage (if applicable):		250				

Accounting Classification:
(SEE CMT 2)

2. Additional Instructions:

(a) Travel is directed by Government Transportation Request (GTR). Initial or return travel for a cadet whose travel originates from a ROTC institution or HOR outside of the Continental United States (OCONUS) is directed by GTR furnished by the Transportation Officer at the aerial port of embarkation. Official travel arrangements purchased through a commercial travel office (travel agency) not under contract to the government are not reimbursable. If government furnished

Enclosure 8: Sample Travel Order

transportation is not available from an overseas location, a statement to this effect must be obtained from the appropriate Transportation Officer. If POV is authorized, reimbursement is limited to constructive cost of GTR.

(b) Quarters and subsistence will be furnished at no expense to the cadet except as required by DODFM, paragraph 580103C. Pay and allowances are not authorized for ROTC cadets attending UOTC training.

(c) Government transportation is not available from Fayetteville, NC, to Ft Bragg, NC. Commercial transportation will cost approximately \$15.00 one way. Attendees should be prepared to pay this expense and claim reimbursement on their travel voucher at the completion of the TDY.

(d) Country clearance assumed IAW paragraph D10e, Section II, United Kingdom Area Page, DOD FCG. TRADOC approval number for visit is: _____ (CMT 3)

(e) Cadet must complete a DD Form 1351-2 within fifteen days of completing travel. The appropriate battalion will submit the travel voucher and supporting documents to DFAS-RO/FPT, 325 Brooks Avenue, Rome, NY 13441-4527.

Format: 405

JOHN JONES
LTC, IN
Battalion Commander

Distribution:
Traveler (15)
HQ, First Region Tng Div (1)

Comments for the preparation of the Orders:

Comment 1: Enter the correct dates for cadets attending either the London or Cambridge Camps (See MOI for dates). Arrival time at Bragg should be NET 1300 hours and NLT 2200 hours.

Comment 2: GTR cost should include cost of airfare from cadets HOR or school (nearest airport) to Ft. Bragg, from Ft. Bragg to United Kingdom and return to cadets HOR or school (stipulate nearest airport). This is needed for accounting purposes, but only one-way ticket to Ft. Bragg is required to be furnished by school.

Comment 3: First Region will enter the TRADOC approval number for visit. Leave space blank. You do not need it to get airline ticket to Bragg.